

Study Abroad Application Process for Pace “Partner” Semester Programs

Applying to study abroad is a **2-step process**. Before applying to the host institution abroad, you must first complete the necessary study abroad application procedures at Pace.

Review these [Steps to Study Abroad through Pace \(August 2020\).pdf](#) to understand study abroad procedures, and review the [Pace Study Abroad FAQs](#).

Your study abroad application will reside in this “Terra Dotta” portal (Pace’s study abroad application portal).

Application procedures for Pace Study Abroad on a Partner Program:

- **First, attend a virtual [“Abroad 101” info session](#)**, which walks you through the process of study abroad at Pace. They are offered twice weekly and led by Pace students who have studied abroad (during the academic year).
- **Ensure you meet Pace’s general study abroad application requirements.**
Pace students must have a 2.5 GPA, a clear disciplinary record, and must have completed one academic year by the start of the study abroad semester. *(Some programs require a higher GPA, language requirement, or junior academic status.)*
- To apply to this program, **select the blue “Apply Now” button on the top of this page.** (You may only apply to 1 program per academic term.) Ensure that you meet the eligibility requirements of the program.
- Complete the application in Terra Dotta prior to the application deadline (see below).
- For this [Partner Program](#), you will be accepted into the program as long as you meet both (1) the program’s application requirements and (2) Pace’s study abroad requirements.
- Complete all “Application Questionnaires” and “Signature Documents” for your application here in Terra Dotta. *An application is not considered complete until all of the boxes are checked off.*
- Speak with your Pace Academic Advisor to discuss how to fit study abroad into your academic plan at Pace, and which courses you want to take while abroad. Find descriptions of the foreign courses you're interested in taking and share them with your Advisor.
- Optional: if you have more questions, schedule an appointment with a Pace Study Abroad Advisor by emailing us at studyabroad@pace.edu
- If your host country requires a visa, you should begin the application process.

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After you submit your study abroad application to Pace (via this Terra Dotta study abroad portal)... and after you have received an approval email from Pace Education Abroad...

Do the following:

- Follow the instructions listed in your decision letter and apply to the foreign institution.
- **Attend a virtual “Abroad 102” info session**, which explains [how you will get Pace academic credit for courses taken abroad](#).
- **Complete a [Course Equivalency Form](#) for each course you plan to take abroad.**
We recommend that you complete extra course equivalency forms in case a course you planned to take is not offered/available when you arrive overseas.
- Once your [Course Equivalency Forms](#) are signed by the relevant Pace Department Chair(s) and your Advisor, upload them onto the “Attached Documents” section of your Terra Dotta application.

If you have more questions about choosing a program, eligibility, and the application process, [review these Pace Study Abroad FAQs](#).

Students pay Pace tuition and fees for the semester abroad. Housing abroad is paid by the student directly to the host institution (or housing) abroad.

- Pace semester tuition and fees, including a \$100 Study Abroad Fee, are billed to the student's Pace account.
- Accommodations costs abroad are the responsibility of the student, and are paid directly by the student to the host institution or housing provider.
- Out-of-pocket expenses (airfare, meals, passport, visa, local transportation, etc.) are the responsibility of the student. Students must also purchase mandatory international travel insurance for the duration of the program abroad, which is arranged by and billed by Pace. Any costs associated with COVID-19 immigration entry requirements in effect at the time of travel abroad must be borne by the student.
- All Federal and NY State financial aid applies during the semester abroad.
- Up to **\$12,500** (maximum) of institutional financial aid (meaning Pace scholarships/grants) applies to the semester abroad. Portability of Pace institutional aid is limited to two semesters. Pace tuition remission does not apply to study abroad. Note that Pace housing grants are not applicable to study abroad.

More questions?

If you have more questions about the cost of study abroad, financial aid, scholarships, or general questions, visit these pages of the Pace study abroad website:

- [Costs & Financial Aid](#)
- [Pace Study Abroad FAQs](#)
- [Scholarships](#)